

Subject: Follow-Up on Job Reference Confirmation

Dear [Reference's Name],

I hope this message finds you well. I wanted to follow up regarding the reference I requested for my application at [Company Name]. I appreciate your willingness to assist me during this process.

If you have already submitted your reference, thank you so much! If not, I wanted to kindly remind you to share your thoughts with them when you get a chance. Your support means a lot to me.

Thank you once again for your help. Please let me know if you need any additional information.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]